

Job Opportunity Bulletin

Post Date: MAY 12, 2016

CLINICAL RECORD ADMINISTRATOR

Salary: \$5,307 - \$6,642
Permanent, Full-Time

FINAL FILING DATE: UNTIL FILLED

JOIN THE DDS TEAM!

For information about the
**DEPARTMENT OF
DEVELOPMENTAL SERVICES**

Please visit our website at
www.dds.ca.gov

Please refer to:
Position #: **473-812-1893-001**

Mail your application to:

Dept. of Developmental Services
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Claudia Lutz

All applications will be
screened and only the most
qualified will be interviewed.

The California Department of Developmental Services (DDS) currently has an outstanding opportunity for a strong candidate seeking a position as a Clinical Record Administrator in the Developmental Centers Division (DCD), Fiscal and Program Support Section. The Clinical Record Administrator is responsible for the development, maintenance and evaluation of the clinical record systems for developmental centers/community facilities; training of clinical, professional, and other staff in regulatory, documentation requirements for programming, health care to meet state licensing, federal certification, documentation and other regulatory standards or requirements. This position serves as a primary resource for clinical information technology planning, development and implementation of electronic health information.

For complete duties, please see duty statement on the following page.

DESIRED KNOWLEDGE AND SKILLS:

- ❖ Ability to use good judgment in decision-making, positive attitude, communicate effectively, exercise creativity, and flexibility in problem identification and resolution, manage time and resources effectively, and be responsive to management needs.
- ❖ Strong analytical, decision-making and communication skills.
- ❖ Experience with Clinical Health Records to meet the standards of practice, licensing and certifications, accuracy of billing as well as supportive documentation and legal requirements.
- ❖ Current registration by the American Medical Record Association as a registered record administrator is required.

ADDITIONAL INFORMATION:

If you are ready to be a part of our DDS team, please submit an original signed State application (STD. 678). All applicants will be considered; however, Reemployment/SROA/ Surplus candidates will be given priority. Please include the **basis of your eligibility** (list eligibility or transfers must meet the minimum qualifications (MQs) of this classification) and **position #473-812-1893-001** on your application.

If you are using list eligibility from an on-line exam to qualify for this position, you **must** include with your application any documentation (i.e., copy of transcript, degree, license, etc.) to verify meeting the MQs. The MQs will be verified prior to interview and/or appointment. If it is determined that an applicant does not meet the MQs of the classification, the applicant will not be considered and may be withheld from the eligible list.

CONTACT INFORMATION

Name: Claudia Lutz
Number: (916) 322-7784
Email: claudia.lutz@dds.ca.gov



"Building Partnerships, Supporting Choices"

DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 9th Street, MS-Q
Sacramento, CA 95814

**DEVELOPMENTAL CENTERS DIVISION
ADMINISTRATIVE OPERATIONS
FISCAL AND PROGRAM SUPPORT SECTION**

DUTY STATEMENT

JOB TITLE: Clinical Record Administrator

POSITION #: 473-812-1893-001

POSITION DESCRIPTION: Under the general direction of the Department of Developmental Services (DDS), Developmental Center Division (DCD), Chief of the Fiscal and Program Support Section, is responsible for staying current with all the regulations updates; the development, maintenance and evaluation of the clinical record systems for developmental centers/community facilities; and for the training of physicians, other clinical and clinical records staff in regulatory, documentation requirements for programming, health care to meet Acute, Skilled Nursing, Intermediate Care Facility for Individuals with Intellectual Disability (IID) state licensing, federal certification, ICD-10, billing and documentation and other regulatory and clinical standards and requirements. This position serves as a primary resource to each Developmental Center (DC); State-Operated Community Facility (SOCF), DCD Administrative and clinical staff; Client Financial Services (CFS) re: regulations, billing and reimbursement; to the Information Technology Division (ITD) for clinical information technology planning, development and implementation of electronic health information; serves as a primary lead in the maintenance of the document management system (DMS).

SUPERVISION EXERCISED: May serve as lead over the Associate Governmental Program Analyst and Staff Services Manager I; functional supervision of each of the DC/SOCF Clinical Record Department.

SUPERVISION RECEIVED: Chief of the Fiscal and Program Support Section, Staff Services Manager II

EXAMPLES OF DUTIES:

Essential Job Functions:

40% Serves as a specialist and provides expertise to ensure a successful closure of the DDS' three (3) remaining Developmental Centers (DC). Provides functional supervision to the facility Clinical Records Directors/Health Record Technician III and staff who code, plans, develops a variety of instructions/manuals/training materials for manual and electronic record systems; provides guidance on the planning, implementation and maintenance of a manual and automated clinical record, including the Skilled Nursing requirements, i.e., Minimum Data Set, Document Management System and quality assurance system for the (DCs/SOCF) by providing direction on legal, clinical, ICD-10 Coding, clinical documentation methods/systems on client programming and health services, and containment of these health information systems to meet standards of practice, licensing and certification, accuracy of billing as well as supportive documentation and legal requirements. Planning for and providing direction to the overall closure document retention and management process. Interprets laws, agency regulations, Licensing, HIPAA, and Centers for Medicare & Medicaid Services (CMS) standards, third-party payer, and other legal and regulatory requirements.

Essential Job Functions (cont'd):

- 30% Provides functional supervision, consultation and direction to DCs/CF, CFS, ITD and management on legal and regulatory requirements for record content, quality of documentation and quality assurance, management reports, accuracy of ICD-10 and Current Procedural Terminology (CPT), billing practices, supportive documentation for billing and legal purposes and on client programming and health care documentation. Serves as primary authority for the Department and coordinates with CFS and ITD on clinical record manual and automated issues, i.e., medical, legal, Health Insurance Portability and Accountability Act (HIPAA), coding, billing and compliance requirements, to meet state and federal regulatory mandates; stays current on clinical record manual and automated trends, standards and processes, changes in regulations, proposed legislation, as well as the latest trends and processes for the electronic health record. Serves as a principal on Medicare Compliance direction to the DCs and DDS/DCD/CFS. Consult on and assist with and develop educational materials and conducts instructional programs for clinical record, administrative, medical and other clinical staff (i.e. HIPAA, coding, billing documentation requirements, ICD-10, CPT use and accuracy) for each of the DCs and the SOCF.
- 25% Provides consultation and develop training for facility client health records staff, physicians and other clinical staff for the DCs' Clinical Records Directors and SOCF's Clinical Record leads. Provides direction regarding clinical record content, systems of documentation both manual and electronic, clinical record department practices, organization and procedures. Update as needed program policies and procedures which have statewide implications for client health records that are in conformance with the applicable Federal, State and local statutes and regulations.

Marginal Job Functions:

- 5% Coordinates with the DCD Quality Assurance Branch and the DCs/CF on pre-licensing surveys, changes in regulations, methods of meeting those regulatory changes, policy and procedural evaluation and recommendations regarding content and clinical record systems.

WORKING CONDITIONS: Ongoing interaction with DC/CF, Department headquarters staff, and other related agency personnel. Position requires prolonged sitting and extensive use of telephones and video data terminals. Requires limited to extensive travel, 50% or more, to DCs/CF related to assigned projects.

DESIRABLE QUALIFICATIONS:

- Ability to use good judgment in decision-making, positive attitude, communicate effectively, exercise creativity, and flexibility in problem identification and resolution, manage time and resources effectively, and be responsive to management needs.
- Ability to deal with multiple tasks, changing priorities and to coordinate concurrent assignments efficiently and independently to meet deadlines.
- Must be dependable, punctual and flexible to work under demanding condition.
- Strong analytical, decision-making and communication skills.
- Experience with Clinical Health Records to meet the standards of practice, licensing and certifications, accuracy of billing as well as supportive documentation and legal requirements.

JOB TITLE: Clinical Record Administrator

POSITION #: 473-812-1893-001

CERTIFICATION OR LICENSE: Current registration in good standing by the American Health Information Management as a Registered Health Information Administrator and possess four years' experience in performing duties as a Director of Health information in a health facility or consulting in an acute hospital or similar organization with knowledge of acute, skilled and intermediate care facility regulatory, documentation, ICD-10 and CPT coding, billing requirements.